

July 17, 2015

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), Freight Management Program traffic.

The effective and expiration dates of rate offers are aligned with the government fiscal year (October 1 thru September 30). Except as otherwise stated in this document, the rate offers made in response to this request will be valid for the period October 1, 2015 through September 30, 2016. The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA's right to extend the rates remains unchanged. Please refer to the corresponding sections of the RFOs for specifics.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in the STOS, [Standard Tender of Service](#), supplements and reissues thereto.

MANDATORY REQUIREMENT: To participate in this procurement all TSP Carriers must maintain a current registration in the System for Award Management (SAM), Taxpayer ID Number (TIN), and have all GSA registration documents up to date and on file at GSA Headquarters.

Transportation Service Providers are required to submit new and correct company contact data. Please use this link: [GSA TSP Contact Info](#) to complete this requirement. Failure to submit this form by September 1st, 2015 shall result in your rates not being accepted into our system of record, TransPort Integrator (TPI).

Rate offers for Bid Segment 2 are being requested for the following service offerings:

Section 6: Emergency

Section 7: National Archives and Records Administration (NARA)

Section 8: United States Mint

Section 9: Federal Civilian Agencies (SSA, UNICOR, GPO)

Rate Files Submission Procedures:

TSPs are requested to carefully review the instructions below.

Help Desk support is available on weekdays (excluding holidays) from 7:00 AM - 8:00 PM Eastern Time.

Phone: (800)-449-4960 **Email:** tpi.helpdesk@gsa.gov

1. The bid close date will not be extended.
2. TSPs are required to acknowledge participation in TPI only for the Standing Route Orders (SROs) and the corresponding bid cycles they intend to submit rate offers. This should be done before the Bid Response Date for the

bid cycle. On acknowledging participation GSA will setup the necessary data for the TSP to submit rate offers. If a TSP has not acknowledged participation, the TSP will not be able to file rates after the “Respond By” date.

3. From time to time, the TPI system is required to be shut down for maintenance. The downtime is provided in the RFO.
4. All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. - No Paper Rate Offers Will Be Accepted.

Bid Segmentation:

GSA has divided the procurement into two bid segments. Each segment has a specific “Open Date”, “Respond by Date” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” hence will contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name. Example: The table below shows the bid cycles for the “General Rates” that are grouped under bid segment # 1.

| Standing Route Orders (SROs) | Bid Cycle Name |
|-------------------------------------|-----------------------|
| General Tariff Groups | |
| General - Drop Deck - TL | FY16 GNDDTL |
| General - Flatbed - TL | FY16 GNFBTL |
| General - Goose Neck - TL | FY16 GNGNTL |
| General - Lowboy - TL | FY16 GNLBTL |
| General - Power Units - TL | FY16 GNPUTL |
| General - Refrigerated Van - TL | FY16 GNRVTL |
| General - Step Deck - TL | FY16 GNSDTL |
| General and Intrastate AK - TL | FY16 GENTL |
| General and Intrastate AK - LTL | FY16 GENLTL |

The bid cycle identified by the name “FY16 GNDDTL” in the table above is defined in the TransPort Integrator (TPI) system and is for “General - Drop Deck – TL”. If a TSP intends to submit rate offers for Drop Deck Truck Loads under the General rates, the TSP must acknowledge by selecting this Bid Cycle by the “Respond By” date. TSPs may select one or more or all bid cycles under a bid segment, if they intend to submit rate offers for them.

By segmenting the bids and further breaking down the bid cycles, GSA offers more flexibility to TSPs in submitting rate offers only for SRO of their interest. Further, by staggering the bid submission dates for each bid segment, TSPs will now have additional flexibility in managing the rates submission volumes and timelines.

It is important to note that TSPs are not required to submit rates for all the lanes or for all the bid cycles under all the bid segments. TSPs are strongly encouraged to submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS.

Bid Segment Calendar:

The following table provides the bid segments and important dates applicable to the segments.

Bid Segment #2 will receive offers for Emergency Rate and After Hours Accessorial, National Archives and Records Administration (NARA), US Mint, Social Security Administration (SSA), Federal Prisons Industries, and the Government Publishing Office (GPO).

See Section 5-3. BID CYCLE DATA of this RFO for a complete list of all Bid Segments and Bid Cycles for the FY16 procurement.

| Bid Segment Number | Bid Open Date | Respond by Date | Bid Close Date | System Maintenance Downtime |
|---|---------------|-----------------|----------------|-----------------------------|
| New TSP Registration Cutoff Date: 6/01/2015 | | | | |
| 2 | 7/20/2015 | 7/27/2015 | 8/03/2015 | 8/01/2015 |

Important Changes and Notes on Bid Cycles and Tariffs:

1. TSPs must refer to the RFO and STOS for important changes. Key changes are listed here as a quick reference to facilitate submission of rate offers.
2. The baseline values for the **minimum charge** in the distance base of Item 100 table of Baseline Rates and Minimum charges are now replaced with the same minimum charge of \$65.00 for all distance bands. This change is applicable ONLY for General LTL rates at this time. All other LTL rates will continue to use prior distance band based minimum charges. TSPs will continue to bid a percentage against this minimum charge. Refer to [GSA STOS No. 1000-D, Section B](#) for further details.
3. TSPs are required to submit rate offers for both line-haul and accessorials of any SRO. GSA reserves the right to reject the rates where TSPs have bid line-haul only or accessorials only. TSPs may, however, submit rate offers for select accessorials along with line haul.
4. TSPs should pay close attention to the rate formats for accessorials. TSPs are now required to submit rate offers for accessorials in dollars and cents instead of a percentage.
5. TSPs should closely review the RFOs for changes in lanes. Several lanes have been added and/or dropped for some of the SROs.
6. The maximum charges for the following accessorials are listed below.

| G200 Tender Charge Code | Charge Description | Max Charge |
|-------------------------|--|------------|
| 1010 | Sorting or Segregating Service | \$270.00 |
| 1100-P | Storage - Placed in Public Warehouse by Carrier | \$300.00 |
| 1225-G | Double Trailer Requested Used Greater than 10,000lbs | \$250.00 |

| G200 Tender Charge Code | Charge Description | Max Charge |
|--------------------------------|---|-------------------|
| 250 | Customs or Inbound Freight | \$150.00 |
| 425 | Hydraulic Lift Gate Service | \$200.00 |
| 550 | Handling Freight At Positions Not Immediately Adjacent To Vehicle | \$500.00 |
| 860-EV | Pickup/Delivery Service -Sunday or Holiday Empty Vehicle | \$400.00 |
| 875 | Pickup/Deliveries - NY Harbor/Port Newark, NJ below 5000lbs | \$150.00 |
| 875-A | Pickup/Deliveries - NY Harbor/Port Newark above 4999lbs below 9999lbs | \$275.00 |
| 925-AT | Reconsignment or Diversion After Tender of Delivery Change in Destination | \$400.00 |
| 925-PU | Reconsignment/Diversion Consignor or Consignee Pickup at Terminal | \$300.00 |
| 950 | Redelivery | \$350.00 |
| 950-CD | Redelivery - Sealing of Equip Pickup at Carrier Premise | \$250.00 |

7. **Computation for Item 75:** Please refer to the description of item 75 in [GSA No. 200. Uniform Rules Tariff](#), being a negotiated item, the negotiated amount is derived based on the bid amount. Example: If the shipper negotiated item 75 for \$100 and the TSP has bid \$1, the shipper will enter \$100 during shipment creation to arrive at the negotiated amount of \$100 ($1 \times \$100 = \100). For purpose of simplicity in computation during shipment creation, **TSPs are advised to bid \$1 for item 75.**

If you have any questions, please email frtrates.procurement@gsa.gov or call (855) 425-3867.

Sincerely,

Rebecca Silver
Acting Branch Chief
Center for Transportation Management (QMCCA)

FY 2016 Request for Offers and Filing Instructions For Bid Segment 2

Issued by:

**General Services Administration
Federal Acquisition Service
Freight Transportation Management Program**

July 17, 2015



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SECTION 1: TERMS AND CONDITIONS

1-1. GENERAL

This FY 2016 Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rates for the General Services Administration (GSA) Freight Transportation Management Program. The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 2**, and the GSA Uniform Rules Tariff No. 200, are incorporated by reference. The provisions and requirements of this RFO may deviate from and supersede those published in the STOS, in which case the provisions of this RFO take precedence. Direct any questions about this RFO to:

General Services Administration
Federal Acquisition Service
Freight Transportation Management Program
Toll Free Phone: (855) 425-FTMP (3867)
Email: frtrates.procurement@gsa.gov
Website: <http://www.gsa.gov/portal/category/21192>

Traffic to be included under this RFO will be freight-all-kinds (FAK) shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments.

Standing Route Order (SRO) rate offers. A SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The SRO rate offers being requested will apply specifically to those agencies/locations identified in **Sections 6 through 9** of this RFO and MAY be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-2. EFFECTIVE PERIOD

Except as otherwise provided in this document, the initial rate offers made in response to this request will be for the period **October 1, 2015 through September 30, 2016**.

The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.

1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 11:59 PM Eastern Daylight Savings Time of the Bid Close Date for the corresponding RFO** and will be processed in accordance with the remainder of this section.

RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **Bid Open date and Bid Close Date**, which do not meet the requirements as stated in this RFO will be considered non-responsive and will be rejected. These rates will not be included in GSA's TransPort Integrator (TPI) system. If a firm's rate offer is submitted in accordance with this RFO

and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted no later than by **11:59 PM Eastern Daylight Savings Time of the Bid Close Date** (Rate offers created using TPI are validated in real time). TSPs will not be allowed to correct any errors encountered after the **11:59 PM, Eastern Daylight Savings Time** validation. In those instances where GSA is notified of corrections to rate offers after the end of the filing period, those rate offers will be considered non-responsive and the firm will not be allowed to re-file.

TSP NOTIFICATIONS: If the submitting TSP or Rate Filing Service Provider receives no communication from GSA prior to the Posting Date identified above, the TSP is on notice that the submitted rate offer(s) have been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

1-4. TRANSFER OF RATES

GSA has implemented TransPort Integrator as its traffic management system solution. Currently approved TSPs will make their initial filing for the FY 2016 rate cycle using current procedures in TPI.

1-5. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of rate offers to GSA for the traffic identified in this RFO, and GSA's acceptance of those rates constitutes the agreement between GSA and the TSP. **The TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered and accepted.** By submission of a rate offer to GSA for SRO freight traffic identified in this RFO, the TSP agrees that it can and will service the identified origin facility(s) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered and accepted. The TSP agrees to meet the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280 (See Appendix B of the STOS for a copy of the Form). **As a TSP submitting a rate offer, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS.**

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR §§102-117 and 102-118**. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit the [Electronic version of the Code of Federal Regulations](#) and search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

1-6. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to the General Services Administration (GSA) in accordance with this RFO and FI, the TSP submitting the rates certifies that:

I have read and will comply with all the provisions contained in this RFO dated June 5, 2015 as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 2, , the GSA Uniform Rules Tariff No. 200, and the GSA Baseline Rate Publication No. 1000-D, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers

have been submitted has supplied GSA their current operating authority and insurance as required by the GSA STOS Edition 2.

1-7. OPTION TO EXTEND

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO for up to one (1) year beyond its original expiration date.

1-8. TERMINATION

The following provision will apply in addition to Item 18e of the Optional Form 280:

Accepted rate offers may be terminated upon determination that a Transportation Service Provider has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with 41 CFR § 105-68.

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

Termination for Convenience of the Government: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1-9. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO unless otherwise modified in specific agency sections.

- A. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the full value of the shipment not to exceed \$100,000 as stated in the STOS Section 1.1, from acceptance of the freight at origin to delivery at final destination, regardless of the TSP's participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.
- B. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain adequate public liability and property damage insurance during the term of this Request for Offers, insuring the TSP against all claims for injury or damage.
- C. Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill, and will be administered in accordance with 49 CFR § 378.

1-10. MANDATORY REQUIREMENTS

Before applying for approval to participate in the Freight program, you must first register in the System for Award Management SAM if your company has not already done so. The SAM is the on-line contractor database for the U.S. Federal Government. The SAM collects, validates, stores and disseminates data in support of agency and other eligible user acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website www.sam.gov

To register in the SAM, you must first obtain a DUNS number. A DUNS number is also free for Federal contractors, including TSPs participating in the GSA Freight Management Program.

All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citibank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. **TSPs providing services to non-participating agencies under the STOS are still REQUIRED to submit copies of all agency final invoices to Syncada.** The invoicing procedures for these agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including on-boarding, setup packages, training and invoice submission instructions, can be obtained from Citibank NA at 1-888-617-7173 or by email to payportexpress@citi.com. You may also contact Linda Tie at 212-816-4434 and linda.tie@citi.com with any additional questions or information.

1-11. AGENCY/LOCATION SPECIFIC CONTACTS

Questions with regard to specific customer agencies/locations should be directed to the agencies/locations appropriate Office identified under "Contacts" of the RFO section.

SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS

2-1. EVALUATION

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO), the Special Filing Instructions (FI), and the GSA STOS will be evaluated by the Freight Transportation Management Program Management Office (PMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA Uniform Rules Tariff 200 containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance and key performance indicators; however, the PMO will provide accepted rate information according to paragraph 2-2, below.

2-2. ACCEPTANCE

Accepted rate offers will be listed base on price within GSA's TPI system. TPI displays freight comparisons for the use by Federal agencies. The listing of TSPs in individual cost comparisons will be based on:

- i. The anticipated shipping date,
- ii. The origin of the shipment,
- iii. The destination of the shipment,
- iv. The weight of the shipment,
- v. The number of miles between the origin and destination of the shipment, and
- vi. Any accessorial services requested by the customer agency.

Firms with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost. Intermediaries such as brokers, forwarders and other logistics companies are TSPs and will be listed on the cost comparison in their own right. When two or more TSPs have offered the exact same rate, (both for transportation and the requested accessorial services) the TSPs will be listed in alphabetical order on the cost comparisons according to the TSP's name.

GSA and other participating agencies may consider other factors other than price when routing shipments. As a result, the listing of firms on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

3-1 MILEAGE SOFTWARE APPLICATIONS

Unless otherwise authorized or as provided for in ITEM 180 of [GSA Uniform Rules Tariff No. 200](#) (Circuitous Routing of Hazardous Material Shipments), all tenders for shipments within CONUS, Alaska, Hawaii, and Puerto Rico, and between the CONUS and Alaska, Canada, and Mexico North Americas) **GSA will be predicated on the shortest route distance as determined by ALK Technologies PC*Miler Version 25.**

The basis that is used when constructing mileage for shipments moving within the contiguous United States follows:

General Freight

Scale: Miles

Route Type: Shortest

Borders: Closed

Ferry Miles: Include

OW/OD Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat: Explosives

If mileage cannot be determined using ALK Technologies PC*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation audit.

Exceptions to the use of ALK Technologies, Inc. mileage are those shipments requested in accordance with this RFO and its FI moving between CONUS and the identified Canadian provinces and territories. For those FAK and crated household goods shipments moving between CONUS and the identified Canadian provinces and territories, Rand McNally mileage will be used.

SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) and REPORTING

4-1. INDUSTRIAL FUNDING FEE

In accordance with the GSA STOS, all approved TSPs must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this RFO. **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less the fuel surcharge, multiplied by the applicable IFF percentage. IFF will not be applicable on duties and taxes for international shipments.

The current IFF percentage is 6%. GSA may adjust the 6% IFF during the effective period of this RFO. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the IFF adjustment.

Instructions for collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.

4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of this STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A. This report will be sent to frrtsp.reports@gsa.gov in EXCEL with a subject line "SCAC (your company's SCAC) – 6% Transaction Fee".

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status or debarment by GSA's Freight Management Program in accordance with the STOS Section 10.2.

Questions should be directed to:

Freight Transportation Management Program

Toll Free Phone: (855) 425-FTMP (3867)

Email: frrtsp.reports@gsa.gov

SECTION 5: RATE SUBMISSION SPECIAL INSTRUCTIONS

5-1. SUBMISSION INSTRUCTIONS

All electronic rate transmissions in accordance with Sections **6 through 9** of this RFO and its FI **MUST** be submitted via the rate filing capabilities of TPI.

5-2. ENCLOSURE TSP RATE PROCUREMENT FILING INSTRUCTIONS

The rate submission instructions for the “Rates Procurement” module in TPI is available at [TSP Rate Filing Instructions](#)

5-3. BID CYCLE DATA

GSA has divided this procurement into multiple bid segments. Each segment has a specific “Open Date”, “Respond by Date” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” and a “Bid Segment” will contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name.

The following table provides the bid segments and important dates applicable to the segments.

| Bid Segment Number | Bid Open Date | Respond by Date | Bid Close Date | System Maintenance Downtime |
|---|---------------|-----------------|----------------|-----------------------------|
| New TSP Registration Cutoff Date: 6/01/2015 | | | | |
| 2 | 7/20/2015 | 7/27/2015 | 8/03/2015 | 8/01/2015 |

Important Note for all Bid Segments:

TSPs should submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS. Failure to honor submitted rates could result in Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS.

| Bid Segment | Standing Route Orders (SROs) | Bid Cycle Name | Open Bid Date | Respond By Date | Close Bid Date | Effective Date | Expiration Date |
|-------------|--|----------------|---------------|-----------------|----------------|----------------|-----------------|
| 1 | General Tariff Groups | | | | | | |
| 1 | General - Drop Deck - TL | FY16 GNDCTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Flatbed - TL | FY16 GNFBTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Goose Neck - TL | FY16 GNGNTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Lowboy - TL | FY16 GNLBTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Power Units - TL | FY16 GNPUTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Refrigerated Van - TL | FY16 GNRVTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General - Step Deck - TL | FY16 GNSDTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General and Intrastate AK - TL | FY16 GENTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | General and Intrastate AK - LTL | FY16 GENLTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | Department of State | | | | | | |
| 1 | DOS - TL | FY16 DOSTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | DOS - LTL | FY16 DOSLTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | Federal Aviation Administration (FAA) Oklahoma | | | | | | |
| 1 | FAA - Backhaul - TL | FY16 FABHTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2015 |
| 1 | FAA - Lowboy - TL | FY16 FALBTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | FAA - Flatbed - TL | FY16 FAFBTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | FAA - Hotshot - TL | FY16 FAHSTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | FAA - Closed Van - TL | FY16 FAVTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | FAA - Closed Van - LTL | FY16 FAVLTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| 1 | FAA - Single Double - TL | FY16 FASDTL | 6/15/2015 | 6/22/2015 | 6/29/2015 | 10/1/2015 | 9/30/2016 |
| | | | | | | | |
| 2 | Emergency Regular & After Hours Tariff Groups | | | | | | |
| 2 | Emergency - Closed Van - TL | FY16 FEVTTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Drop Deck - TL | FY16 FEDDTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Flatbed - TL | FY16 FEFBTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Goose Neck - TL | FY16 FEGNTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Lowboy - TL | FY16 FELBTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Mobile Homes - TL | FY16 FEMHTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Power Units - TL | FY16 FEPUTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Refrigerated Van - TL | FY16 FERVTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Step Deck - TL | FY16 FESDTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Emergency - Travel Trailer - TL | FY16 FETTTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | National Archives and Records Administration (NARA) | | | | | | |
| 2 | NARA - TL | FY16 NARATL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | US Mint: | | | | | | |
| 2 | US Mint - Denver - TL | FY16 USMCTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | US Mint - Philadelphia - TL | FY16 USMPTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | US Mint - CoinWrap - TL | FY16 USMWTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Social Security Administration (SSA) | | | | | | |
| 2 | SSA - LTL | FY16 SSALTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | SSA - TL | FY16 SSATL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Federal Prison Industries (FPI) | | | | | | |
| 2 | FPI - LTL | FY16 FPI LTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | FPI - TL | FY16 FPI TL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | Government Printing Office (GPO) | | | | | | |
| 2 | GPO - LTL | FY16 GPOLTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| 2 | GPO - TL | FY16 GPOTL | 7/20/2015 | 7/27/2015 | 8/3/2015 | 10/1/2015 | 9/30/2016 |
| | | | | | | | |
| 3 | Internal Revenue Services (IRS) | | | | | | |
| 3 | GPO - LTL | FY16 IRS LTL | | | | 10/1/2015 | 9/30/2016 |
| 3 | GPO - TL | FY16 IRS TL | | | | 10/1/2015 | 9/30/2016 |

SECTION 6: IDENTIFICATION OF STANDING ROUTE ORDER TRAFFIC FOR EMERGENCY RESPONSE DURING NORMAL BUSINESS HOURS

6-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

The General Services Administration (GSA) is requesting SRO Emergency rate offers on behalf of Federal Civilian Agencies and FEMA for emergency response and surge support during normal business hours (8:00 AM to 8:00 PM, Eastern Standard Time, Monday through Friday excluding Federal holidays). Rate offers submitted in response to this RFO and its FI WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges.

The transport of travel trailers and mobile home is included under Section 6-4 only. Rate offers will be applicable only to interstate shipments moving in the Continental United States (CONUS) and **all** intrastate shipments within CONUS.

6-2. SUBSTITUTED SERVICE – RAIL FOR MOTOR

If a TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. GSA No. 200 for shipments moving under this RFO and its FI, the submission of a rate offer(s) constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the TSP for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

6-3. TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Per this RFO and its FI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. Therefore, any shipment moving under an accepted rate is automatically subject to the Government's shipping "terms and conditions."

GSA is requesting rate offers for the traffic listed below. An offering TSP must be able to service all points within each origin and destination state that a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations and types of modes requested. Please note that separate rate offers **MUST** be submitted for each origin/destination and type of mode.

Identified below are the "Destinations-Origins, Agency Codes, and Type of Rates Requested" needed to file rates in response to this RFO and its FI.

6-4. IDENTIFICATION OF RATES

A. TRUCKLOAD(TL)

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FEVTL | Truckload Cents-per-mile |

B. SPECIALIZED EQUIPMENT

1. FLATBED – FEFBTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FEFBTL | Truckload Cents-per-mile |

2. STEP DECK – FESDTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FESDTL | Truckload Cents-per-mile |

3. LOWBOY – FELBTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FELBTL | Truckload Cents-per-mile |

4. POWER ONLY UNITS – FEPUTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|--------------------------|
| All Points in CONUS and Intrastate | FEPUTL | Cents-per-mile |

5. DROP DECK – FEDDTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FEDDTL | Truckload Cents-per-mile |

6. REMOVEABLE GOOSE NECK – FEGNTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FEGNTL | Truckload Cents-per-mile |

7. REFRIGERATED VAN – FERVTL

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|-----------------------------|
| All Points in CONUS and Intrastate | FERVTL | Truckload Cents-per-mile |

SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. TSP may be requested to furnish tarping for protections from the elements, chains, tie down or other load securing equipment.

C. TRAVEL TRAILERS

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|--------------------------|
| All Points in CONUS and Intrastate | FETTTL | Cents-per-mile |

TRAVEL TRAILER REQUIREMENTS

1. Rates must be offered as Flat Rate Per Day with a Minimum Truckload Charge;
2. Fees for permits, escorts and road surveys, when required and approved, **billing must be in accordance with the dollars and cents offered under Item 825 of the GSA No. 200**

D. MOBILE HOMES

| DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested |
|------------------------------------|-------------|--------------------------|
| All Points in CONUS and Intrastate | FEMHTL | Cents-per-mile |

MOBILE HOME REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. Fees for permits, escorts and road surveys, when required and approved, **must be billed in accordance with the dollars and cents offered under Item 825 of the GSA No. 200**

6-5. HAZARDOUS MATERIALS

Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information and shipping papers as specified in 49 CFR § 172-602. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

6-6. ACCESSORIAL SERVICES

The TSPs will file one dollar value per Accessorial that will apply across all lanes on that SRO. For example: the TSP submits \$200 for item 425 for the General CV SRO, this will apply for all destinations (49 states) and all origins for General FAK, closed van. If the TSP files more than one dollar value, the highest amount will default/apply to all destinations on the SRO. This practice will be applied to all SROs effective with the FY15 Fall rate filing.

Item 480 – Expedited Service

Item 1035 – Services – Dual Driver Protective Service (DDPS)

Item 1040 – Service – Dual Driver Service

Item 485 – Emergency Response After Hours Service Charge: This item is not applicable to Travel Trailers (FETTTL) and Mobile Homes (FEMHTL)

Note: GSA has replaced “Emergency Response After Hours” SRO as a new accessorial – “Item 485 Emergency Response After Hours Service Charge” for the “Emergency Response During Normal Business Hours” SRO. TSPs will submit rate offers for this accessorial instead of line hauls rates. See Uniform Rules Tariff No. 200 (GSA No. 200) for details of this item. TSPs submitting rate offers for the “Emergency Response During Normal Business Hours” may submit rate for accessorial 485, if they wish to provide service for “Emergency Response After Hours”.

Carriers are required to submit rate offers for line haul when submitting rate offers for Accessorial Item 485. GSA reserves the right to reject rate offers for Accessorial Item 485 if line haul rates of Emergency Response During Normal Business Hours are not submitted.

6.7. LIABILITY OF TSP AND GOVERNMENT

Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and CFR 102-1 through 102-220, property transported under the provisions of this RFO and its SFI and the Standard Tender of Service (STOS) shall be valued at full value.

1. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.
2. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer or specialized equipment.

6-8. SHIPMENT TRACKING

The TSP agrees to FEMA or other agencies requirement to place a transponder on the specific full trailer loads. The TSP accepts financial and physical responsibilities for the transponder. This will be installed and removed by customer agency personnel. If agency personnel are not available at destination to remove the device, the TSP will remove and return the transponder to the shipping agency POC in accordance with the instructions provided by the customer at

origin. Payment for the movement may be delayed should the transponder not be returned promptly. Understanding this, TSPs who do not abide by these terms will not be offered the loads.

6-9. DRIVER REQUIREMENTS

1. Drivers must be an American citizen or possess a Green card and have adequate command of the English language to preclude communications problems, safety issues, and meet Security Standards.
2. DRIVERS MUST PROVIDE PROOF OF ID, SSN AND BE PRE-APPROVED PRIOR TO ENTRY AT ORIGIN.

6-10. ADMINISTRATIVE/SUPPORT REQUIREMENTS

By the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it can and will provide the following services:

- A. Single point of contact available 24/7
- B. Dedicated toll-free number
- C. Automated process for booking, quoting, tracking, tracing, etc.
- D. Provide emergency transportation support via all modes

(May require one-time-only (OTO) quotes for services or locations not included in the rates offered under this RFO including shipments to/from Alaska, Guam, Hawaii, Puerto Rico, the Virgin Islands and foreign areas when requested)

- E. Provide generic reports

6-11. IDENTIFICATION OF HISTORICAL TRAFFIC VOLUME

The estimated shipment volume to each Truckload (TL) destination site is approximately 50 shipments per year.

SECTION 7: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

STANDING ROUTE ORDER TRAFFIC SUBMISSION

7-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the requirements for NARA traffic for which the General Service Administration (GSA) is requesting **SRO** rate offers. A **SEPARATE RATE OFFER MUST** be submitted for **EACH NARA** Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified in this section. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for full truck load shipments in dry vans. All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used and **NO** less-than-truckload rate offers will be accepted. Only those rate offers submitted by the Initial Filing due date identified in Section 1, will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

7-2. IDENTIFICATION OF AGENCY CODES

Please see Appendix C for the complete list of agency and destination codes.

7-3. HISTORICAL TRAFFIC VOLUME

| | Number of Shipments | Value of Shipments (USD) | Weight of Shipments (LBS) |
|-----------|---------------------|--------------------------|---------------------------|
| NARA FY13 | 1110 | \$2,076,730 | 38,752,114 |

7-4. SPECIFIC REQUIREMENTS

When submitting rate offers for NARA please consider the following:

1. TSP must coordinate the establishment of acceptable pickup and delivery appointments with the shipping and receiving facilities.
2. All trailers should be clean, swept out and checked for holes or damage prior to arrival at shipper/origin.
3. All shipments must have a seal intact and/or NARA lock intact upon arrival at destination. If the seal/lock number does not match the BOL or is missing, the entire load may be rejected and returned to the TSP at no cost to the Government.
4. Submitted cents per mile rate offers WILL INCLUDE, at no additional cost, the services detailed below:
5. Exclusive Use of Vehicle per Item 475 of the Uniform Rules Tariff.

7-5. CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments must move without undue delay, and must remain under surveillance from origin to destination. Shipments are deemed to be under surveillance if, while the vehicle is not in motion, doors giving access to the cargo are properly sealed by TSP and/or TSP personnel.

7-6. FREIGHT BILL PAYMENTS

The TSP and the Agency must both be registrants in PayPort Express to expedite payment. . Proof of delivery and payment are executed through the TransPort Integrator (TPI) and the third party payment system, PayPort Express. It is the responsibility of the TSP to proactively perform the following steps in order to verify POD and receive payment.

1. TSP logs into TPI
2. TSP confirms charges as displayed in TPI under POD tab
3. If the TSP needs to request changes of load or unplanned accessorial they notify the agency Transportation Officer (TO)
4. The TO approves and overrides current charges and re-rates the load in TMS
5. TO resends updated charges to TSP
6. TSP receives updated load charges
7. TSP print updated MBOL and POD
8. A satisfactory POD approval triggers the pre-payment audit
9. Payment is processed through PayPort Express
10. Payment is received

7-7. NARA CONTACTS

Questions concerning NARA load status, freight concerns, please contact the person listed on the BOL. For General shipping questions and billing concerns contact Calvin Shoulders (301) 837-2983 calvin.shoulders@nara.gov.

7-8. NARA SECURITY REQUIREMENTS

NARA shipments of Government records or holdings require trailers to remain locked and sealed at all times. These locks and seals may only be removed by Government personnel at the destination facility. Should a TSP be required to remove the NARA lock or seal, the driver must contact NARA Security immediately.

Security Hotline: 301-837-2900 24 hours/day 365 days a year

The driver must provide NARA Security:

1. The NARA BOL number;
2. Truck address and position;
3. Nature of the problem;
4. Driver's name;
5. Driver's phone number;
6. Approximate time of the occurrence

NARA's Transportation Department will contact the driver to obtain additional information regarding the lock and seal removal and to provide instructions on how to proceed with the shipment.

SECTION 8: UNITED STATES MINT (MINOR COIN) STANDING ROUTE ORDERS (SRO) SUBMISSION

8-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the United States Mint locations for which the General Services Administration (GSA) is requesting SRO rate offers. Rates will only be accepted for the origins/destinations identified in this section. Rates may be, but are not required to be, submitted for all origins/destinations requested. Rate offers submitted in response to this RFO for the identified traffic may be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of any combination rates or charges. A separate rate offer must be submitted for each of the four identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to both facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located.*

* Includes all points within a 50 mile radius of the Origin/Destination Service Area Description (see Enclosure 1 for Destinations)

8-2. GENERAL

Traffic included in this RFO are for Minor coin (pennies and nickels) moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 44,840 pounds) shipments. TL rate offers will be applicable only to interstate shipments moving in the Contiguous United States (CONUS) and the identified intrastate shipments within CONUS. SRO rate offers will be accepted for the following facilities:

1. The United States Mint, **Denver, CO**
2. The United States Mint, **Philadelphia, PA**
3. The United States Coin Wrap, **Middletown, PA**
4. The United States Coin Wrap, **Denver, CO**
5. The United States Coin Wrap, **Charlotte, NC**
6. The United States Coin Wrap, **Dallas, TX**
7. The United States Coin Wrap, **Minneapolis, MN**

Rate offers covering shipments of minor coins must be:

- A. Single factor rates, i.e., with complete pickup and delivery charges, including transfer of lading, if required,

- B. Published as an all-inclusive **TL cent per mile rate** with a **Minimum TL Charge**.
- C. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in the Enclosure 1 to this RFO must also be included in the single factor rate.
- D. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.
- E. If requested by the government, the TSP must furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSPs financial responsibility and ability to perform.

The following provisions are required by the government in rate offers that provide for the transportation of the United States minor coin (pennies and nickels) in closed bags, or on pallets as property of, or transported at the expense of, the United States Government. By submission of a rate offer(s) to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), the submitting Transportation Service Provider (TSP) agrees to the incorporation of the following specifications in all accepted rate offers:

If the "Uniform Tender of Rates and/or Charges for Transportation Services" Optional Form 280 is used, this statement will be included in Block 17B entitled "Description of Service and Governing Publication."

A. TRUCKLOAD SHIPMENTS ORIGINATING FROM THE U.S. MINT: Truckload (TL) (20,000 pounds to 44,840 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified in Section 7-2 B, below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Enclosure 1). Please reference Enclosure 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Minor (cents and nickels) coin.

B. SRO AGENCY IDENTIFIER:

| SRO Agency Identifier | Origin Code | Origin Area Description |
|------------------------------|--------------------|---|
| USMCP | CO | Denver Mint & Coin Wrap – Pennies |
| USMCN | CO | Denver Mint & Coin Wrap – Nickels |
| USMPP | PA | Philadelphia Mint & Coin Wrap – Pennies |
| USMPN | PA | Philadelphia Mint & Coin Wrap – Nickels |
| USMWP | NC, TX, MN | Charlotte, Dallas & Minneapolis Coin Wrap – Pennies |
| USMWN | NC, TX, MN | Charlotte, Dallas & Minneapolis Coin Wrap – Nickels |

C. PHILADELPHIA MINT ARRIVALS

Philadelphia Mint dock hours are from 7:15 A.M. to 2:45 P.M. TSPs **MUST** fax on company letterhead the following information a minimum of one business day in advance:

- Name of Company, or Subcontracted TSP;
- Driver(s) Name, Date of Birth, SSN, and Place of Birth;

- Load Number (TA Number); and
- Tractor and Trailer Numbers along with Tag's if known
- Fax to both numbers: 216-408-4750 AND 216-408-2762

Failure to provide this information will result in denied access and cancellation of shipment at no cost to the Mint.

D. FEDERAL RESERVE BANK(S) DELIVERIES

TSP must provide the following information 24 hours prior to arrival at a Federal Reserve Bank:

- Name of Company, or Subcontracted Carrier
- Driver(s) Name, Date of Birth, SSN, and Place of Birth
- Load Number (TA Number)
- Tractor and Trailer Numbers along with Tag's if known

E. FEDERAL RESERVE OFF-SITE(S) DELIVERIES

TSP must adhere to the provision of individual off-site facilities as outlined in the FRB and Off-Site Delivery Guide as provided by the COTR.

8-3. EQUIPMENT REQUIRED

Shipments must be in fully enclosed and secured vehicles. The Government does not require that seals be applied, nor is exclusive use of the vehicle required unless such exclusive use is specifically authorized by appropriate notation on the BL. However, TSPs are encouraged to apply seals for internal security monitoring.

TSPs must have electronic systems capable of securely establishing and maintaining broadband connections to the United States Mint Transportation Management System (USMTMS) (in accordance with the User Rules of Behavior for United States Mint Computer Systems and USMTMS Terms of Use in effect from time-to-time and with all other applicable security requirements) and interacting with the United States Mint for purposes of receiving and accepting tenders and managing the services to be provided by the TSP under accepted rate offers (including without limitation recording pickups, deliveries and delays, and reviewing and processing invoices). Questions should be addressed to:

United States Mint
Transportation Division
801 9th Street
Washington, DC 20220
202-354-7453

8-4. CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments must move without undue delay, and must remain under constant surveillance from origin to destination including interchange with connecting TSP(s). Shipments must be deemed to be under constant surveillance if, while the vehicle is not in motion, doors giving access to the cargo are under actual observation by responsible TSP personnel. Vehicles transporting shipments may be held over during transit at TSP terminals with appropriate minimal security (e.g. closed with night watchman, fenced in with electronic surveillance, operating with supervisory knowledge of trailer's contents). Constant observation of the vehicle is not required if the power unit is disconnected and the trailer is parked

in such a manner that doors giving access to the cargo cannot be opened without movement of the trailer and frequent visual or electronic surveillance is maintained.

8-5. FEDERAL RESERVE BANK AND MINT SECURITY PROVISIONS

All U.S. Mint delivery personnel must have his/her reliability established in advance through a reasonably comprehensive background check by his/her respective TSP, including a fingerprint report from a law enforcement agency. All Mint delivery personnel must be provided with photo identification credentials by the TSP. Prior to the date of any shipment, the contractor (TSP) must make arrangements with the appropriate U.S. Mint Police representatives at shipping locations for necessary security clearance of his/her personnel.

Due to increased security at the Federal Reserve Banks all TSPs wishing to carry minor coin for the United States Mint must fax the following information to the consignee 24 hours in advance of arrival:

- Name of TSP
- Name of driver
- Tractor and Trailer number(s) along with license plate number and state of issue

****All delivery personnel must have TSP issued ID cards with their photo affixed to them****

8-6. REPORTING OF DELAYS AND/OR PROBLEMS

TSPs must establish adequate controls over coin movements through appropriate notification to its relay stations and terminals to permit prompt telephone reports of delays or difficulties involving these shipments. All delays and difficulties must be reported immediately to the United States Mint facility originating the shipment. In addition, any delay, such as theft, vehicular accident, or any other problem resulting in a delay of 24 hours or more must be reported promptly to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 (tel. (202) 354-7453). After the TSP has actual delivery with the consignee, any delay in performing such delivery must be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is NOT required to notify the consignee in the event of difficulties and/or delay.

8-7. TIME OF PICK UP AND DELIVERY

The TSP must coordinate the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities. Pickup and delivery at banks of the Federal Reserve System and facilities of the Mint must be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted TSP or truck's that do not display the signage of the contracted TSP, must fax at least 24 hours in advance the actual name of the sub-contracted TSPs to the appropriate Mint originating facility (see 7.16). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

8-8. LOADING AND UNLOADING

- A. **PALLETIZED SHIPMENTS:** Shipment of coins to be transported on Pallets will be loaded in the TSPs conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP must perform all blocking and bracing required to secure the load.

- B. **DELIVERY:** The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Enclosure 1 or in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are contained in Enclosure 1. Major and repetitive differences in actual delivery requirements from those stated in Enclosure 1 should be reported in writing to the General Services Administration. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees must be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

This is a reminder, that trucks entering U. S. Mint facilities should not contain pets or animals of any kind in the tractor, trailer or sleeper. The Mint Police will turn away any vehicle that does contain an animal, of any kind.

8-9. GOVERNMENT FURNISHED EQUIPMENT

The TSP must carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice must be given to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220. Failure to give such notice must be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use of Mint or Federal Reserve Bank furnished equipment.

8-10. DOCUMENTATION

One or more Bill(s) of Lading (BOLs) must be issued for each individual shipment. The terms and conditions of said BOLs, shall not be inconsistent with the terms and conditions stated here, and must apply to all shipments made under this RFO. **The TSP must include One Master invoice monthly (ONLY for work performed under the RFO), this would include the Mint Shipping Number (TA Number), BOL number and the individual rate and a breakdown of incidental charges including fuel surcharge (if applicable) and a grand total which is being billed. Invoicing must be sent to the attention of the COTR (monthly) at the address in Section 7-16 and must include One TSP invoice, One Public Voucher for Transportation Charges (SF 1113) & all applicable original bill(s) of lading or Certified Copies. Payment will be made at prices stipulated less any deductions provided for; no partial payments will be authorized.** The BOL, together with the Public Voucher for Transportation Charges (Standard Form 1113), must be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

8-11. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

- A. **MINOR COIN:** Full value of United States Minor Coin (cents, nickels, and combined pennies and nickel shipments) is up to \$76,000 per truckload of pennies, \$180,000 per truckload of nickels, and \$180,000 per truckload of combined pennies and nickels. Total face value of the shipment must be determined by the U.S. Mint, and must be documented on the face of the accompanying Bill of Lading, and will normally not exceed \$76,000 for pennies, \$180,000 per truckload nickels, and \$180,000 per truckload of combined pennies and nickels.
- B. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the face value of United States minor coin and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage. If for any reason a shipment of United States minor coin should

exceed \$76,000 per truckload pennies, \$180,000 per truckload for nickels, or \$180,000 per truckload of combined pennies and nickels value per truckload, the TSP is not relieved of responsibility for additional valuation. Should the value exceed \$76,000 per truckload pennies, \$180,000 per truckload for nickels, or \$180,000 per truckload of combined pennies and nickels value per truckload, the TSP will be so advised no later than time of request for pickup of the shipment.

- C. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSPs vehicles or other equipment by, or the action of, the TSP or the TSPs sub-contracted employees and agents. The TSP, at the TSPs expense, must maintain adequate public liability and property damage insurance during the continuance of this Request for Offers, insuring the TSP against all claims for injury or damage.

The TSP must maintain Workers' Compensation and other legally required insurance with respect to the TSPs own employees and agents.

The U.S. Mint, Federal Reserve, Consignee or Consignor shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the TSP or the TSPs employees, sub-contractors and agents in performing under this Request for Offers, and the U.S. Mint and Federal Reserve must be indemnified and saved harmless against claims for damage or injury in such cases.

8-12. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

- A. GENERAL: TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of minor coins. Should the coin insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to the U.S. Mint.
- B. INSURANCE REQUIREMENTS: The origin TSP must obtain, at its expense, a minimum of **\$100, 000 for pennies, and \$225,000 for nickels and combined pennies and nickel shipments** in all-risk cargo insurance for the face value of United States minor coin and replacement cost of pallets. All insurance must be written with companies who are licensed and bonded, and all policies must include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy must include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States minor coin and the replacement value pallets. Any payment for loss or damage must be made to the U.S. Mint, U.S. Treasury Department, 801 9th Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. Each insurance policy must include a provision to furnish GSA a ten (10) days' notice of cancellation of the policy. Evidence of renewal of any policy must be furnished GSA not less than (10) days prior to the expiration of the existing coverage.

If the Insurance coverage required herein cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of coin unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSPs employees in the amount of **\$100,000 for pennies and \$225,000 for nickel and combined pennies and nickel shipments**. In such case the

fidelity bond must include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed must be furnished GSA.

- C. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for minor coin must be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the "Coin Coverage Endorsement" and any other endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only minor and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.
- D. MINOR COIN COVERAGE ENDORSEMENT: The following endorsement properly counter signed must be included in any insurance policy providing coverage on minor coin (cents and nickels):

COIN COVERAGE ENDORSEMENTS

In consideration of the premium charged, it is understood and agreed that this policy covers (insert as applicable: minor coin (cents and nickels)), and that the clauses and provisions of this endorsement are hereby made a part of the insuring conditions of this policy as respects the coverage provided on such coin and supersede any expressly modify all provisions, term, conditions, exclusions, and clauses in the policy and in all forms, riders, and endorsements attached thereto that are in conflict with this endorsement.

This insurance, as respects the movement of coin shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to **\$100,000 for pennies and \$225,000 for nickels** on any one loss, on any one vehicle or at any other one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from coverage hereunder.

It is agreed that any claim for loss and damage must be settled on the basis of the face value of the minor coin without application of any deductible or excess provision of this insurance; loss, if any, under this policy involving such coin must be payable to the U.S. Mint, U.S. Treasury Department, 501 13th Street, NW, Washington, DC, 20220, unless otherwise directed by an officer of the U.S. Mint.

It is a condition of this policy that the Company must furnish written notice to the General Services Administration ten (10) days in advance of the effective date of any reduction on or cancellation of this policy.

8-13. SHIPMENT SIZE AND WEIGHT OF MINOR COIN

| | Number of Skids per Truck | Dollar Value per Skid | Pieces per Skid | Total Value per Truckload | Weight (Lbs.) |
|-----------------|---------------------------------|--------------------------|--------------------|------------------------------|------------------|
| Cents | 19 | \$4,000 | 400,000 | \$76,000 | 44,840 |
| Nickels | 15 | \$12,000 | 240,000 | \$180,000 | 42,900 |
| Cents & Nickels | | | | \$180,000 | |

8-14. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS

These Specifications are a part of the conditions of carriage for minor coin, and failure to comply with the provisions hereof may result in suspension of TSPs from participation in the movement of coin.

8-15. COPIES OF GSA/US MINT SPECIFICATIONS (MINOR AND COIN)

As stated above, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at TSP terminals in Denver, Colorado, and Philadelphia, Pennsylvania.

8-16. ADDRESSES OF GOVERNMENT OFFICES

Headquarters, U.S Mint:

Mr. Dennis Smock
(202) 354-7453

U.S. Mint Transportation Division

Mr. Dennis Smock
(202) 354-7453
Washington, DC 20220

Shipping Facilities:

U.S. Mint
David Damron
(303) 405-4666
320 W. Colfax Avenue
Denver, CO 80204

U.S. Mint
Valerie Pacetti
(215) 408-0202
151 N. Independence Mall East
Philadelphia, PA 19106

Insurance:

U.S. Mint HQ, CSBU TRFC/TRANS
Property and Traffic Management Division
Transportation & Property Management Center

8-17. ENCLOSURE 1 FOR IDENTIFICATION OF FEDERAL RESERVE BANKS (FRB)

Appendix B found at the end of this document contains the list of the points of contact, codes, addresses and other contract information for the Federal Reserve Banks necessary for delivery of shipments under this RFO.

SECTION 9: FEDERAL CIVILIAN AGENCIES STANDING ROUTE ORDER (SRO) TRAFFIC RATE OFFERS SUBMISSION

9-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the requirements for Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting Non-Alternating rate offers. Please note that information provided below with regard to “Estimated Annual Tonnage and/or number of Shipments Annually” is provided as an estimate of the traffic volume and must not be interpreted as a guarantee to the TSP that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a separate rate offer must be submitted for each SRO. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

9-2. IDENTIFICATION OF AGENCY CODES AND SPECIAL REQUIREMENTS

| AGENCY /ORIGINS | DESTINATIONS | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED | SPECIAL REQUIREMENTS |
|--|-------------------------------------|-------------|--|---|---|
| Social Security Administration, Office of Receiving Storage & Issue, Baltimore, MD | All Points in CONUS | SSAMD | 2,534,855 3,369 shipments. | Printed Material, Forms, and Publications | None |
| FPI, UNICOR, Loretto, PA | Red River Army Depot, Texarkana, TX | FPIPA | 153,924 lbs. 110 shipments | Cable Assemblies | *Subject to search. |
| FPI, UNICOR, Manchester, KY | All Points in CONUS | FPIMC | 15,000 – 18,000 50 shipments | Gortex Pants | *Vehicles and Persons subject to search. *Pickup/delivery times are 7:30 am to 3:00 pm Monday thru Friday. |

| AGENCY /ORIGINS | DESTINATIONS | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED | SPECIAL REQUIREMENTS |
|----------------------------------|--|-------------|--|---------------------------------------|--|
| FPI, UNICOR, Tucson, AZ | All Points in CONUS | FPIAZ | 193,550 lbs. 115 shipments | Painters Drop cloths | *Loads picked up outside the institution MUST be picked up & delivered between 8:00 am and 2:00 pm. *Loads picked up inside the institution MUST be picked up at 5:30 am. *Inside docks are only used for pickups. *Empty trailers must be spotted at 5:30 am on one day and picked up at 5:30 am on the next day to insure that no inmates are hiding in trailer. |
| FPI, UNICOR, Fort Dix, NJ | All points in TN, NY, GA, PA, MD, MA, TX, KS, CA, VA, IL, SC, MS, WA, CO, FL, ME, NV | FPINJ | 4,634,616 lbs. 1980 shipments | Wooden plaques, Specialty fabric bags | *Pickup and delivery between 8:00 am and 2:30 pm ONLY. *Trucks entering compound must be escorted by Facility Staff at all times. |
| FPI, UNICOR, Atlanta, GA | All Points in CONUS | FPIGA | Unknown | Mattresses & Upholstered Box Springs | None |
| FPI, UNICOR, Loretto, PA | Red River Army Depot, Texarkana, TX | FPIPA | 153,924 lbs 110 shipments | Cable assemblies | *Subject to Search |
| FPI, UNICOR, Terre Haute, IN | All Points in CONUS | FPIIN | 3,407,332 lbs. 902 shipments | Terry products, Mail bags | *Pickup and Delivery Times between 7:30 am and 11:00 am and between 12:00 pm and 2:30 p.m. |
| FPI, UNICOR, Bastrop, TX | All Points in CONUS | FPIBA | Unknown | FAK | None |
| FPI, UNICOR, Lexington, KY | All Points in CONUS | FPIKY | Unknown | FAK | None |
| FPI, UNICOR, Miami, FL | All Points in CONUS | FPIFL | Unknown | FAK | None |
| FPI, UNICOR, Tallahassee, FL | All Points in CONUS | FPITA | Unknown | FAK | None |
| FPI, UNICOR, Terminal Island, CA | All Points in CONUS | FPITI | 13,344,015 lbs. 3,250 shipments | Steel Shelving/Steel Lockers | *Trailers must be spotted overnight. *Trailers available for pickup between 8:30 am and 10:45 am and between 12:00 pm and 2:00 pm. |
| FPI, UNICOR, Memphis, TN | All Points in CONUS | FPITN | Unknown | FAK | None |
| FPI, UNICOR, Sandstone, MN | All Points in CONUS | FPISD | Unknown | FAK | None |
| FPI, UNICOR, Leavenworth, KS | All Points in CONUS | FPIKS | Unknown | FAK | None |

| AGENCY /ORIGINS | DESTINATIONS | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED | SPECIAL REQUIREMENTS |
|--|---------------------|-------------|--|----------------------------|---|
| FPI, UNICOR, Ashland, KY | All Points in CONUS | FPIAS | 2,400,000 lbs. 6,000 shipments | Laminated office furniture | *Merchandise is palletized. *Pickup and delivery times are between 7:30 am and 2:30 pm Monday thru Friday and Saturdays upon request |
| FPI, UNICOR, Hope Well, VA | All Points in CONUS | FPIVA | Unknown | Printed Material | None |
| FPI, UNICOR, Manchester, KY | All Points in CONUS | FPIMC | 15,000-18,000 50 shipments | Gortex Pants | *Vehicles and Persons subject to search. Pickup/delivery times are 7:30-3:00 M-F |
| FPI, UNICOR, Butner, NC | All Points in COBUS | FPINC | 160,000 lbs 800 shipments | Safety Goggles & Textiles | *Three warehouses on compound but everything ships from on warehouse. |
| Government Publishing Office, LAUREL, MD | All Points in CONUS | GPOMD | Unknown | Printed Material | Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers |
| Government Publishing Office, Washington, DC | All Points in CONUS | GPODC | Unknown | Printed Material | Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers |
| Government Publishing Office, Pueblo, CO | All Points in CONUS | GPOCO | Unknown | Printed Material | Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers |

APPENDIX-A REPORT FORMATS

Transportation Service Providers (TSPs) are required to submit monthly reports to GSA based on the number of shipments paid per calendar month. If TSPs fail to consecutively submit a report, they shall be temporarily suspended from the program. The following table describes the format shown below it.

If there has been no activity for the month, a negative report must be submitted. For negative reports, please write “NA” in the columns

| TSP Shipment Report Format Contents | |
|-------------------------------------|---|
| Column Heading | Description |
| SCAC | Standard Carrier Alpha Code |
| DATE PAID BY AGENCY | Date TSP received payment from the customer agency |
| TPI/NON TPI | Indicate if the service was booked through TPI |
| PPE/NON PPP | Indicate if the service was paid for through PPE |
| BILL OF LADING NUMBER | BOL number generated through TMSS or other external unique number |
| PRO BILL NUMBER | Number TSP used to track shipment |
| INVOICE NUMBER | Number on invoice submitted to customer agency for shipment payment |
| AGENCY | Agency for which the service was provided |
| TOTAL SHIPMENT DISTANCE | Total distance from pickup location to delivery location |
| TOTAL SHIPMENT WEIGHT | Total weight of cargo being shipped |
| COST OF ACCESSORIALS, IF NEEDED | Total cost of any accessories |
| TOTAL SHIPMENT COST | Total amount paid to TSP for the shipment |
| BASE COST PER MILE | Total shipment cost minus cost of accessories divide by distance (formula already in sheet) |
| FUEL SURCHARGE | Total fuel surcharge for the shipment |
| AMOUNT SUBJECT TO IFF | Total shipment cost less the fuel surcharge (formula already in sheet) |
| IFF AMOUNT DUE | 6% of the amount subject to IFF (formula already in sheet) |
| DATE IFF PAID | Date payment amount submitted to GSA (please leave blank if payment has not yet been submitted) |
| DATE OF CK | Date of check |
| CK NUMBER | Number of check |

TSP MONTHLY REPORT - MONTH YEAR

| SCAC | Date of Shipment | TPI/ NON-TPI | PPE/ NON-PPE | BILL OF LADING NUMBER | PRO BILL NUMBER | INVOICE NUMBER | AGENCY | DATE PAID BY AGENCY | TOTAL SHIPMENT DISTANCE (MILES) | TOTAL SHIPMENT WEIGHT (LBS) | COST OF ACCESSORIALS, IF NEEDED | TOTAL SHIPMENT COST | BASE COST PER MILE | FUEL SURCHARGE | AMOUNT SUBJECT TO IFF | IFF AMOUNT DUE | DATE IFF PAID | DATE OF CK | CK NUMBER |
|------|------------------|--------------|--------------|-----------------------|-----------------|----------------|--------|---------------------|---------------------------------|-----------------------------|---------------------------------|---------------------|--------------------|----------------|-----------------------|----------------|---------------|------------|-----------|
| ABCD | | TPI | PPE | 1548642 | 12345 | 254865 | FEMA | 5/2/2015 | 600 | 500 | 0 | \$1,600.00 | \$ 2.67 | \$ 200.00 | \$ 1,400 | \$ 84.00 | 5/25/2015 | | |
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| | | | | | | | TOTAL | | 600 | 500.0 | \$ - | \$1,600.00 | \$ 2.67 | \$ 200.00 | \$ 1,400 | \$ 84.00 | | | |

APPENDIX-B U.S. MINT LOCATIONS

Please see corresponding Excel Document titled: "US MINT SHIPMENT SITES FY2016"

APPENDIX-C NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) LOCATIONS

Please see corresponding Excel Document titled: "NARA RFO LANES FY2016"